IRM

Application Guidelines:

Museums

National Endowment
for the Arts

Fiscal Year 1980

The National Endowment for the Arts is an independent agency of the federal government created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a Presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their broad knowledge of, or expertise in, or for their profound interest in the arts. The Council advises the Chairman on policies, programs, and procedures and makes recommendations on applications for assistance. The major goals of the Endowment are to make the arts more widely available to Americans, to strengthen cultural organizations, to preserve our rich cultural heritage for present and future generations, and to encourage the creative development of our nation's finest talent.

September 1978

Special Note

The Rehabilitation Act of 1973, concerning accessibility of the handicapped to federal programs, requires that all federal grantees and contractors make their programs and employment practices consistent with the requirements of the law. By February 1979, the Arts Endowment will issue regulations for architectural and program accessibility for the handicapped. In anticipation of these new regulations, all grantees are advised to begin planning ways in which handicapped individuals can participate in their programs.

For additional information see page 79, "Resolution on Special Constituencies."

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Introduction

The Museum Program of the National Endowment for the Arts is designed to meet the evolving needs of the museum field through assistance for projects of aesthetic and cultural significance. It is guided by a Museum Advisory Panel, composed primarily of museum professionals. The Panel reviews all applications, makes policy recommendations to the Chairman of the Endowment, and recommends priorities for funding within the Program.

The Museum Program is guided by three basic policies:

- The Program should be responsive and remain flexible enough to encompass any worthwhile project.
- The quality of projects of regional or national importance is the major criterion in evaluating applications. The merit of the project, not the size or location of the applicant institution, is the determining factor.
- Art, history, science, and children's museums are all eligible to receive funds for projects consistent with the Arts Endowment's legislation.

In funding museums, the Arts Endowment intends to retain flexibility from one year to the next to permit assistance to a range of groups and for a variety of activities. Endowment funding is not intended to provide ongoing support to any organization. Thus, it is important to note that while the Endowment welcomes the vitality of new programs, museums may request assistance to strengthen existing programs or previously supported projects. In no instance should organizations attempt to extend their programs beyond their own capacity to sustain them without federal funds.

Application Deadline Calendar

Category	Application Deadline	Notification Date	Earliest Project Beginning Date
Museum Purchase Plan	January 2, 1979 January 2, 1980	June 1979 June 1980	July 1, 1979 July 1, 1980
Wider Availability of Museums	April 2, 1979	October 1979	October 1, 1979
Cooperative Programs	April 2, 1979	October 1979	October 1, 1979
Special Exhibitions	April 2, 1979	October 1979	October 1, 1979
Permanent Collections			
Utilization of Museum Collections	July 2, 1979	December 1979	January 1, 1980
Catalogue	July 2, 1979	December 1979	January 1, 1980
Preservation			
Conservation	July 2, 1979	December 1979	January 1, 1980
Renovation (Climate Control, Security, and Storage)	July 2, 1979	December 1979	January 1, 1980
Training and Development			
Museum Training	October 1, 1979	March 1980	April 1, 1980
Fellowships for Museum Professionals	October 1, 1979	March 1980	April 1, 1980
Support Services			
Visiting Specialists	Applications accepted throughout the year and reviewed quarterly.		
Services to the Field			

Museum Purchase Plan

To encourage museums to add to their collections of contemporary American art, to increase public appreciation for the work of living American artists, to raise new funds specifically for this purpose, and to provide direct financial assistance to artists.

Who We Fund
Museums meeting the requirements listed on page 13. Previous Museum Purchase Plan recipients are eligible provided a final report on an earlier grant has been submitted to the Museum Program. If a final report has not been submitted previously, a copy must accompany the application.

What We Fund
The grant and matching funds must be used for the direct costs of purchasing two or more works by living American artists. Works in all media may be purchased. This includes painting, sculpture, photography, graphics, folk arts, crafts, industrial design, costume and fashion design, and film prints by independent filmmakers.

What We Do Not Fund
Insurance, crating, shipping, installation, salaries, and travel costs are not to be included in applications under this category.

Deadlines and Periods of Support
Applications and Supplementary Information Sheets must be postmarked no later than January 2, 1979 for the grant period July 1, 1979 through June 30, 1980. Notices of approval or rejection will not be sent before June 1979.

Applications and Supplementary Information Sheets must be postmarked no later than January 2, 1980 for the grant period July 1, 1980 through June 30, 1981. Notices of approval or rejection will not be sent before June 1980.

Where necessary, extensions of the grant period may be requested at a later date.

Grant Amounts and Requirements
1. Matching grants of $5,000, $10,000 $15,000 or $20,000 are available to museums for the purchase of two or more works by living American artists.

2. The funds must be matched at least dollar-for-dollar from new money raised during the grant period specifically for this purpose. Matching funds must not come from already budgeted funds or other federal sources.

3. The new funds raised for the purpose of matching this grant may not be received before the beginning of the project.

4. Each museum may submit only one application each year. The application may include support of acquisitions in different media.

5. Museums receiving funds must agree that no work of art purchased under the Museum Purchase Plan will be de-accessioned or otherwise disposed of during the lifetime of the artist except by exchange to the artist for another work or works.

Applicants should complete the Project Grant Application Form NEA-3 (Rev.). Instructions and blank forms appear starting on page 17 of these guidelines. Applicants are requested to identify possible sources of new funds on their applications. The Museum Purchase Plan Supplementary Information Sheet (page 43) must also be completed and submitted with the application.

Wider Availability of Museums

To assist museums in providing educational opportunities that complement the goals of the institution.

Who We Fund
Organizations meeting the requirements listed on page 13.

What We Fund
Grants are available in two areas. Applicants are encouraged to submit more than one proposal in this category. Projects must rely on professional staff for their execution.

1. Interpretation and Extension
To assist museums in providing effective educational activities for the broadest number of participants. Activities that take place within or outside the museum are eligible.
Possible projects include:

- Experimental programs in the museum that have demonstrated their worth and now deserve to be applied more widely in the museum's educational program.
- Projects that adapt programs successful in other museums to the requirements of the applicant museum.
- Educational programs in existing mobile or satellite museums.

2. Museums and the Schools
For cooperative programs between museums and their surrounding school districts.
Possible projects include:

- In-service training and other programs developed by museums in cooperation with schools to enhance the museum experience and the school curriculum.
- Adapting to museum use educational techniques or theories developed for the classroom.

In addition to the project examples outlined above, the Museum Panel has been discussing projects that broaden the museum audience and extend the museum experience through use of the non-print media (film, radio, television, and video). It is the Program's

intention to assist a very limited number of innovative pilot projects on an invitational basis during FY 1980. Interested organizations with an exemplary project in this area should contact the Arts Endowment's Museum Program. (Telephone: 202/634-6164) to discuss the feasibility of applying.

Deadline
Applications and Supplementary Information Sheets must be postmarked no later than April 2, 1979. Notices of approval or rejection will not be sent before October 1979.

Period of Support
A grant period of one year is allowed. Projects should begin no earlier than October 1, 1979.

Grant Amounts and Requirements
Matching grants up to $30,000.

Applicants should complete the Project Grant Application Form NEA-3 (Rev.). Instructions and blank forms appear starting on page 17 of these guidelines. The Wider Availability of Museums Supplementary Information Sheet (page 45) must also be completed and submitted with the application.

Cooperative Programs

To encourage and assist cooperative endeavors between museums, groups of museums, museums and state or regional arts agencies or similar organizations.

Who We Fund
Organizations meeting the requirements listed on page 13.

What We Fund
The program is broadly conceived and is limited only by the needs of the applicant and by the appropriateness of the project to the region or group of museums to be served.
Possible projects include:

- Decentralization of museum collections—extended loans from one museum to another. Support can be provided for costs of preparing the objects for travel, for shipping and insurance, and for related costs such as staff time and travel.
- Sharing museum staff among a group of institutions. Groups of museums may apply to pool staff for more effective sharing of expertise.
- Providing a staff member for a state arts agency or a museum in cooperation with a state arts agency to assist in the development of activities beneficial to museums. Support can be provided for the costs of meetings and other planning activities to articulate problems and needs of museums in a state or region.

Deadline
Applications and Supplementary Information Sheets must be postmarked no later than April 2, 1979. Notices of approval or rejection will not be sent before October 1979.

Period of Support
A grant period of one year is allowed. Projects should begin no earlier than October 1, 1979.

Grant Amounts and Requirements
Matching grants up to $50,000.

Applicants should complete the Project Grant Application Form NEA-3 (Rev.). Instructions and blank forms appear starting on page 17 of these guidelines. Applicants are urged to explain clearly the nature of the cooperative venture, to provide assurances from all participants of their cooperation, and to estimate the benefits that will accrue from the cooperative program.

The application should be signed by the applicant institution's authorizing official. A letter of support from each participating institution must accompany the application.

The Cooperative Programs Supplementary Information Sheet (page 47) must also be completed and returned with the application.

Special Exhibitions

To assist museums in organizing and participating in exhibitions of aesthetic and cultural significance.

Who We Fund
Organizations meeting the requirements listed on page 13.

What We Fund

- Expenses for initial planning and organization of the exhibition, services of an outside specialist, catalogues, shipping, insurance, and related events.
- Costs for installation and related events, but *not* the rental fee, if a museum borrows an exhibition that was funded by an Arts Endowment grant; rental costs may be included if the exhibition was not initially funded by an Arts Endowment grant.

Applicants are encouraged to submit more than one proposal in this category. Applicants requesting support for competitive exhibitions are encouraged to waive entry fees.

What We Do Not Fund

- Rental fees for exhibitions initially supported by an Arts Endowment grant.
- Costs of opening receptions.
- Applications for support of temporary exhibitions of the permanent collection should be submitted under *Utilization of Museum Collections* (see page 6).
- Applications for support of long-term loans of collections should be submitted under *Cooperative Programs* (see page 4).

Deadline
Applications and Supplementary Information Sheets must be postmarked no later than April 2, 1979. Notices of approval or rejection will not be sent before October 1979.

Period of Support
A grant period of one year is allowed. Projects should begin no earlier than October 1, 1979.

Grant Amounts and Requirements
Matching grants up to:

- $100,000 for organizing institutions.
- $20,000 for participating institutions.

Under exceptional circumstances grants exceeding these amounts may be applied for after consultation with the Museum Program.

If a grant is awarded for an exhibition that includes catalogues, the grantee is required to provide 80 copies of the catalogue to the International Communication Agency for distribution to its libraries abroad. Applicants are requested to make appropriate adjustment for the 80 copies in their budgets.

Applicants should complete the Project Grant Application Form NEA-3 (Rev.). Instructions and blank forms appear starting on page 17 of these guidelines. The Special Exhibitions Supplementary Information Sheets (pages 49-52) must also be completed and submitted with the application.

Note on Indemnification: The Arts and Artifacts Indemnity Act of 1975 (20 U.S.C. 971) authorizes federal indemnification for exhibitions in the United States (involving borrowed foreign objects), or elsewhere if part of an exchange. For further information contact:

Museum Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(Telephone: 202/634-6164)

Permanent Collections

To assist museums in making greater use of their permanent collections for the benefit of the communities they serve. Separate applications should be submitted for each of the two categories, Utilization of Museum Collections and Catalogue, outlined below.

Who We Fund
Organizations meeting the requirements listed on page 13.

Deadline
Applications and Supplementary Information Sheets for either or both of the two categories described below must be postmarked no later than July 2, 1979. Notices of approval or rejection will not be sent before December 1979.

Utilization of Museum Collections

What We Fund
New or re-installation of permanent collections in museum galleries. Permanent collections include works:
- formerly in storage that will be put on view;
- recenty received or acquired;
- presently on view that are now to be brought together or more effectively presented.

Installation may include the materials needed for effective presentation of the collection. Applications for temporary exhibitions of the permanent collection should be submitted under this category.

What We Do Not Fund
- Major structural modifications of the building
- Applications for long-term loans of collections should be submitted under *Cooperative Programs* (see page 4).
- Applications for extensive conservation treatment of objects to be included in the installation should be submitted under *Conservation* (see page 7).
- Applications for production of a catalogue or handbook in conjunction with an installation, should be submitted separately under *Catalogue* (see page 7).

Period of Support
A grant period of up to two years is allowed. The project should begin no earlier than January 1, 1980.

Grant Amounts and Requirements
Matching grants up to $75,000.

Applicants should complete the Project Grant Application Form NEA-3 (Rev.). Instructions and blank forms appear starting on page 17 of these guidelines. The Utilization of Museum Collections Supplementary Information Sheet (page 53) must also be completed and submitted with the application.

Catalogue

For support of the cataloguing of permanent collections and the publication of catalogues or handbooks on permanent collections of aesthetic and cultural significance.

What We Fund
1. Documentation
The cataloguing of uncatalogued or inadequately documented permanent collections. Applicants are urged to consider a format that can later be transferred to one of the existing data systems.

2. Publication
Research and preparation of catalogue copy for publication. Services of an outside consultant may be included in the budget if applicable. Publication of scholarly catalogues or handbooks on all or part of the permanent collection will also be funded. Applicants may wish to combine research and publication in the same application, where appropriate.

3. Computerization
Duplication of traditional catalogue information and conversion to machine readable form. Only a few pilot grants will be made for the computerization of museum catalogues. Projects will be judged on the applicant's ability to provide follow-up documentation on the value of computerization and the problems and costs that are encountered. Applicants should indicate the existing computer program they intend to use.

What We Do Not Fund
Applications for costs of loan exhibition catalogues should be included in the *Special Exhibitions* application (see page 5).

Period of Support
A grant period of one year is allowed. The project should begin no earlier than January 1, 1980.

Grant Amounts and Requirements
Matching grants up to $75,000.

The grantee is required to provide 80 copies of the catalogue to the International Communication Agency for distribution to its libraries abroad. Applicants should make appropriate adjustment for the 80 copies in their budget.

Applicants should complete the Project Grant Application Form NEA-3 (Rev.). Instructions and blank forms appear starting on page 17 of these guidelines. The Catalogue Supplementary Information Sheet (page 55) must also be completed and submitted with the application.

Preservation

To preserve collections of aesthetic and cultural significance. Separate applications should be submitted for each of the two categories, Conservation and Renovation, outlined below.

Who We Fund
Organizations meeting the requirements outlined on page 13.

Deadline
Applications and Supplementary Information Sheets for either or both of the two categories described below must be postmarked no later than July 2, 1979. Notices of approval or rejection will be sent after December 1979.

Conservation

To encourage planning for and implementation of the conservation needs of museums.

Planning (Surveys/Technical Consultation)
What We Fund
- The planning of conservation programs or of specific treatment of collections.
- Determining the feasibility of establishing training programs or training centers.
- Determining the feasibility of establishing regional conservation centers.

Period of Support
A grant period of one year is allowed. Projects should begin no earlier than January 1, 1980.

Grant Amounts and Requirements
Matching grants up to $10,000.

Applicants should complete the Project Grant Application Form NEA-3 (Rev.). Instructions and blank forms appear starting on page 17 of these guidelines. The Conservation/Planning Supplementary Information Sheet (page 57) must also be completed and submitted with the application.

Conservation of Collections
What We Fund
The implementation of conservation treatment. Due to limited funds, support is generally available only for special conservation needs that cannot be satisfied by a museum's own conservation facilities. However, a limited number of in-house conservation projects will be considered for funding. Support will generally be limited to the purchase of equipment.

Period of Support
A grant period of one year is allowed. Projects should begin no earlier than January 1, 1980.

Grant Amounts and Requirements
Applicants should complete the Project Grant Application Form NEA-3 (Rev.). Instructions and blank forms appear starting on page 17 of these guidelines. The Conservation/Conservation of Collections Supplementary Information Sheet (page 59) must also be completed and submitted with the application.

Conservation Training
What We Fund
- Existing training centers.
- New training centers.
- Short-term training workshops for museum staff.
- Master-apprentice internship programs.

Period of Support
A grant period of one year is allowed. Projects should begin no earlier than January 1, 1980.

Grant Amounts and Requirements
Matching grants up to:
- $150,000 for existing centers;
- $100,000 for new centers;
- $10,000 for short-term workshops;
- $10,000 for master-apprentice internships.

Applicants should complete the Project Grant Application Form NEA-3 (Rev.). Instructions and blank forms appear starting on page 17 of these guidelines. The Conservation/Conservation Training Supplementary Information Sheet (page 61) must also be completed and submitted with the application.

Arts Endowment grantees who have not already submitted an interim or final report on previous grants must submit a copy with their application.

Regional Conservation Laboratories

What We Fund

The formation or expansion of regional conservation laboratories by which a number of museums can obtain services they could not afford singly.

Applicants in this category are urged to consult the "Report from the Regional Centers Study Committee to the National Conservation Advisory Council." Copies may be obtained from:

National Conservation Advisory Council
Smithsonian Institution
Washington, D.C. 20560
(Telephone: 202/381-5071)

Period of Support

A grant period of one year is allowed. Projects should begin no earlier than January 1, 1980.

Grant Amounts and Requirements

Matching grants up to:

- $30,000 for existing regional conservation laboratories;
- $80,000 for new regional centers.

Applicants should complete the Project Grant Application Form NEA-3 (Rev.). Instructions and blank forms appear starting on page 17 of these guidelines. The Conservation/Regional Conservation Laboratories Supplementary Information Sheet (page 63) must also be completed and submitted with the application.

Arts Endowment grantees who have not already submitted an interim or final report on previous grants must submit a copy with their application.

Renovation

(Climate Control, Security, and Storage)

As announced by the Arts Endowment when the Renovation category was introduced in 1972, it is expected that this category will have met its objectives within ten years. The Implementation segment will be phased down in FY 1980 and, most probably, terminated at the end of FY 1981. The Endowment may continue the Survey segment, beginning in FY 1982, as part of the Architecture Program's Cultural Facilities Research and Design category.

What We Fund

Surveys

- Consultation services to identify problems and recommend solutions in the areas of security, storage, and climate control.

Implementation

- Renovation projects where surveys have already been completed. Surveys must include a projected plan of renovation and cost estimates.

What We Do Not Fund

- New construction.
- The addition to or improvement of climate control systems, security systems, or storage facilities in structures completed since 1971.
- The renovation of gallery spaces except when directly related to climate control, security systems, or storage facilities.

Period of Support

A grant period of one year is allowed for Survey projects.

A grant period of up to two years is allowed for Implementation projects. Projects should be scheduled to begin no earlier than January 1, 1980.

Grant Amounts and Requirements

There are no set grant amounts for Survey or Implementation.

There is a one-to-one matching requirement for Survey projects.

There is at least a three-to-one matching requirement for Implementation projects. The National Endowment for the Arts will provide no more than 25% of the total project costs. Generally, grants will be made through the Treasury Fund Method (see page 14). All funds used to match Implementation grants must come from non-federal sources.

Applicants should complete the Project Grant Application Form NEA-3 (Rev.). Instructions and blank forms appear starting on page 17 of these guidelines. The Renovation Supplementary Information Sheet (page 65) must also be completed and submitted with the application.

Training and Development

To assist the training of museum professionals and technicians and the continuing improvement of professional qualifications of museum staff members.

Museum Training

Who We Fund
Organizations meeting the requirements listed on page 13.

What We Fund
Priority will be given to proposals which specifically include training for people from minority groups.

Formal Training Programs
(A very limited number will be assisted)

- Graduate level programs in curatorial training, museum administration, or museum education conducted jointly by museums and universities.
- Undergraduate programs, especially those directed toward minorities or unique disciplines.

Internships

- Internships or other professional training provided by a museum.
- Specific programs designed to advance staff professionally. For example, museum career training for persons who are suitably prepared in an appropriate discipline, but who lack museum expertise.
- In-house training to prepare permanent staff for more responsible positions.

Apprenticeships

- In-house training to prepare apprentices for museum positions such as installers, preparators, framers, packers, and carpenters.

In addition to those projects outlined above, a limited number of pilot programs for the training of volunteers may be supported if funds are available. Such programs must be administered by professional museum staff.

Deadline
Applications and Supplementary Information Sheets must be postmarked no later than October 1, 1979. Notices of approval or rejection will be sent after March 1980.

Period of Support
A grant period of one year is allowed. Projects should begin no earlier than April 1, 1980.

Grant Amounts and Requirements
Matching grants up to $60,000.

Applicants should complete the Project Grant Application Form NEA-3 (Rev.). Instructions and blank forms appear starting on page 17 of these guidelines. The Museum Training Supplementary Information Sheet (page 67) must also be completed and submitted with the application.

Arts Endowment grantees who have not already submitted an interim or final report on previous grants must submit a copy with their application.

Fellowships for Museum Professionals

Who We Fund
Professional members of museum staffs.

What We Fund
This category supports leaves of absence ranging from one to twelve months. It allows museum professionals to conduct independent study or research, travel, write, engage in community projects, or otherwise improve their professional qualifications

What We Do Not Fund

- Fellowships are not awarded to cover study or research directed toward a graduate degree or expenses while enrolled in formal courses of study, workshops, seminars, or conferences.
- Proposals directly related to a project of the employing institution should be made by the institution under the appropriate funding category and not by the individual under this category.

Deadline
Applications and completed recommendation forms must be postmarked no later than October 1, 1979. Notices of approval or rejection will be sent after March 1980.

Period of Support
A grant period ranging from one to twelve months is allowed. Projects should begin no earlier than April 1, 1980.

Grant Amounts and Requirements
Grants will be made on a non-matching basis. They will not exceed $20,000 and most will be for considerably less. Grant amounts will be based on travel requirements, any necessary materials and any portion of salary not supported by the sponsoring institution.

Applicants should complete the Individual Grant Application Form NEA-2 (Rev.). Proposals must be for specific projects and must clearly demonstrate how the leave of absence will improve the applicant's professional qualifications. Instructions and blank forms appear starting on page 21 of these guidelines. The following materials must also be submitted by the October 1, 1979 deadline:

1. A statement from the director of your institution indicating:
   - that the museum is willing to grant you a leave of absence for the period of time specified in your application;
   - your present salary, and whether or not it will be continued during the proposed leave.
2. Three recommendations in support of your application. (Please use the forms on pages 73-78 of these guidelines.)

The individuals completing these materials should send them directly to:

Museum Program
Attn: Fellowships for Museum Professionals
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Taxability of Fellowships
Internal Revenue Code regulations provide that certain fellowships to individuals who are not candidates for degrees are deductible, but only up to a certain amount and for a limited period of time.

A pamphlet, *Tax Information for American Scholars in the U.S. and Abroad,* Publication 520 of the Internal Revenue Service is generally available at any Internal Revenue Service office. The booklet might be helpful in preparing an application for a proposed fellowship.

The Endowment cannot advise you as to the deductibility of all or any portion of a fellowship, should one be awarded to you. Advice should be sought from your own tax counselor or local Internal Revenue office.

Support Services

To strengthen museum activities through the services of visiting specialists, service organizations, and other programs of benefit to the field which do not fit current funding categories. Separate applications should be submitted for each of the two categories, Visiting Specialists and Services to the Field, outlined below.

Visiting Specialists

For temporary consultation services for a specific project.

Who We Fund
Organizations meeting the requirements listed on page 13.

The visiting specialist should be:
- a person of considerable expertise;
- a person not in the employ of the applicant institution;
- a person who is not to be considered permanent staff, but someone who can make a significant contribution to the applicant institution during a brief tenure.

What We Fund
Short-term stays by specialists working on projects such as:
- Research on the permanent collection.
- Development of improved methods of museum operations such as administration, registration, and installation techniques (including lighting, handling, and storage).
- Establishment of suitable museum library systems.
- Plans for membership drives and other fund-raising activities.
- Increased and improved use of the non-print media (film, video, radio, television).
- Better education and public service programs.
- Development of a coordinated graphics program.
- Studies to determine the changes necessary to make the building or programs more accessible to the handicapped (see page 79).

Deadlines
Applications are accepted throughout the year and reviewed quarterly. Notices of approval or rejection will be sent no later than seven months after receipt of the application.

Period of Support
A grant period ranging from one to twelve months is allowed. Projects should not be scheduled to begin before notification.

Grant Amounts and Requirements
Matching grants up to $15,000.

Applicants should complete the Project Grant Application Form NEA-3 (Rev.). Instructions and blank forms appear starting on page 17 of these guidelines. The Visiting Specialists Supplementary Information Sheet (page 69) must also be completed and submitted with the application.

Other Endowment Programs of Interest

Services to the Field

For services to the field such as research, publications (other than periodicals), workshops and seminars. For specific museum programs or activities which do not fit other categories.

Who We Fund
Organizations meeting the requirements listed on page 13.

What We Fund
Projects of national or regional museum associations, and activities of museums or other organizations such as state or regional arts agencies, with the potential for significant impact.

Deadlines
Applications are accepted throughout the year and reviewed quarterly. Notices of approval or rejection will be sent no later than seven months after receipt of the application.

Period of Support
A grant period of one year is allowed. Projects should not be scheduled to begin before notification.

Grant Amounts and Requirements
Matching grants up to $30,000.

Applicants should complete the Project Grant Application Form NEA-3 (Rev.). Instructions and blank forms appear starting on page 17 of these guidelines. Applications for funds to carry out research must demonstrate that this is new research and that the results will be published in order to serve the field.

The Services to the Field Supplementary Information sheet (page 71) must also be completed and submitted with the application.

Challenge Grants
Challenge Grants are one-time grants awarded to cultural institutions to help them obtain new and increased sources of contributed income on a continuing basis. They are meant to complement, and not to replace program support that many institutions already receive from the Arts Endowment. Grants require that the recipient match each federal dollar with a minimum of three dollars from "new" sources or "increased" amounts from former donors. The length of the grant period may extend from one to three years.

The next application deadline for Challenge Grants is December 1, 1978. Guidelines may be obtained from:

Challenge Grant Coordinator
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(Telephone: 202/632-4783)

Visual Arts
The Visual Arts Program offers assistance in a number of areas which may be of interest to museums:

Photography Exhibition Aid: for support of photography exhibitions of contemporary or historical significance.

Photography Publications: to assist the publication of outstanding works of historical or contemporary significance in photography.

Photography Surveys: to commission photographers of exceptional talent to document aspects of the life or geography of a particular city or region; to research and retrieve historical photographs on a region; to exhibit or publish the results of successfully completed survey projects.

Artists, Critics, Photographers, and Craftsmen in Residence: for short-term stays by artists, critics, photographers, and craftsmen of national reputation who instruct while practicing their profession.

Crafts Exhibition Aid: for support of crafts exhibitions of contemporary or historical significance.

Application guidelines and forms are available from:

Visual Arts Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(Telephone: 202/634-1566)

Media Arts: Film/Radio/Television
The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, radio, and television. For further information contact:

Media Arts Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(Telephone: 202/634-6300)

Cultural Facilities Research and Design
The Architecture, Planning, and Design Program provides assistance to communities for the planning and design of exemplary cultural facilities in instances of compelling need. No money is available for acquisition of real estate, construction, or renovation of buildings.

Application guidelines and forms are available from:

Architecture, Planning, and Design
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(Telephone: 202/634-4276)

Residencies for Writers
The Literature Program offers assistance to projects presenting published fiction writers, poets, and dramatists in long- and short-term residencies.

Application guidelines and forms are available from:

Literature Program
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(Telephone: 202/634-6044)

Dance Touring Program
Working with the state arts agencies, the Dance Program provides assistance to sponsors of dance companies in various locales throughout the country. Museums interested in sponsoring dance companies should contact their state arts agency for further information.

Other Federal Programs for Museums

Institute of Museum Services
Department of Health, Education, and Welfare
Washington, D.C. 20202
(Telephone: 202/245-9855)

National Endowment for the Humanities
Division of Public Programs
Museums and Historical Organizations Program
Washington, D.C. 20506
(Telephone: 202/724-0327)

National Museum Act
Smithsonian Institution
Washington, D.C. 20560
(Telephone: 202/381-5512)

National Science Foundation
Washington, D.C. 20550
(Telephone: 202/632-5722)

Final Reports

At the conclusion of the grant period all grantees are required to submit the following:

Final Descriptive Report:
Two copies of a detailed narrative report describing what was accomplished with Endowment funds during the grant period.

Final Expenditure Report:
An accounting of total project expenditures, delineating the federal and non-federal shares, to be submitted on the Financial Status Report form OMB No. 80-R0180. A copy of this form will be sent to grantees with their grant letter.

Application Information

Eligibility—Legal Requirements

By statute, the National Endowment for the Arts is limited to support of organizations which:

- are non-profit, tax-exempt organizations, donations to which are deductible as charitable contributions under Section 170(c) of the Internal Revenue Code of 1954.
- conduct their operations in accordance with the requirements of Title VI of the Civil Rights Act of 1964 and of the Rehabilitation Act of 1973, as amended, which bar discrimination in federally assisted projects on the basis of race, color, nationality, or handicap.
- employ and pay all laborers and mechanics employed by contractors or subcontractors on construction projects assisted by National Endowment for the Arts grant funds in accordance with applicable federal minimum wage and labor standards as provided for in Parts 3 and 5 of Title 29 of the Code of Federal Regulations.

The Endowment generally uses the definition of museums developed by the American Association of Museums: ". . . a nonprofit institution essentially educational or aesthetic in purpose with professional staff, which owns or utilizes tangible objects, cares for them, and exhibits them to the public in some regular schedule."

However, accreditation by the American Association of Museums is **not** a prerequisite for eligibility.

In addition to museums, organizations serving museums, organizations providing museum functions, state arts agencies, regional arts groups, and currently employed museum professionals are eligible to apply under the Arts Endowment's Museum Program.

In general, to be eligible for consideration, organizations should be in operation two years prior to submitting an application. Support for the same project may be requested by annual application for up to three years.

Methods of Funding

Program Funds Method
Generally, grants are made on at least a dollar-for-dollar matching basis. Applicants requesting assistance from Program Funds must present evidence in the proper space (Section X) on the application (Project Grant Application/NEA-3 Rev.) that at least one-half of the total cost of the project will be provided by the applicant. Anticipated sources of matching funds must be identified. In all programs except Museum Purchase Plans, budgeted funds, as well as newly raised funds, may be used for matching.

Example of Program Funds Grant:

$30,000	Total Endowment funds requested (Program Funds)
30,000	Minimum matching funds identified by the applicant on the application
$60,000	Minimum total cost of project

Treasury Fund Method
When the National Endowment for the Arts was created, Congress included a unique provision in its enabling legislation. Designed to encourage increased private funding for the arts, the Treasury Fund allows nonfederal contributors to join the Endowment in the grant-making process. Gifts may be made for the support of a nonprofit, tax-exempt organization which has been notified that the Endowment intends to award it a grant under its regular program guidelines.

The Endowment may accept gifts in the form of money and other property. Bequests may be made to the Endowment as well. Gifts to the Endowment are generally deductible for federal income, estate, and gift purposes.

How a Treasury Fund Grant is Arranged
Those interested in a Treasury Fund grant should note the process described below.

If a project is eligible for consideration under the Museum Program guidelines, the applicant submits a formal application to the Endowment.

The application is reviewed by the Museum Advisory Panel and then by the National Council on the Arts and is recommended for approval or rejection. Based on these recommendations, the Chairman makes the final determination and notification is sent to the applicant.

If the grant is approved, the applicant then requests that the donors forward their gifts to the National Endowment for the Arts in the form of gift transmittal letters *specifying* the amount and restricted purpose of the donation (i.e. the name of the applicant and specific project supported), and date by which payment will be made to the grantee organization (see below).

Handling Procedures
To simplify handling procedures for restricted gifts which release the Treasury Fund monies, grant recipients will receive payment directly from the donor (in cash or negotiable securities) on all restricted Treasury Fund gifts to the Endowment. Under this method, the following procedures apply:

1. For individual gifts of $5,000 or more, the Endowment must receive a gift transmittal letter from the donor with the above specified information.

For individual gifts of less than $5,000, the Endowment must receive a pledge form from the grantee with the above specified information.

2. Upon receipt of payment on the gifts, the grantee provides the Endowment with evidence of the receipt of such payment as follows:

For individual gifts of $5,000 or more, the grantee forwards to the Endowment, within the grant period, a photostatic copy of the instrument of payment.

For individual gifts of less than $5,000, the grantee will forward to the Endowment a list of donors' names, addresses, and amounts received, certified by an official of the organization and notarized.

3. In cases where benefit proceeds are to be utilized for purposes of the Treasury Fund, evidence, such as benefit announcement circulars, invitations, posters, etc. (which indicate donors had prior knowledge that their contributions would be used for the Treasury Fund), must be retained by the grantee. In these cases, the grantee organization will forward to the Endowment a notarized letter, signed by an appropriate official, requesting release of the Treasury Funds and certifying that the benefit was held on a specified date, yielded a specified sum for Treasury Fund gift purposes related to the grant, and that evidence of the benefit will be retained by grantee organization.

4. In all cases, donors are to make payments on gifts at least 60 days prior to termination of the grant period, and grantee organizations will pro-

vide the Endowment with evidence of receipt of payment on gifts at least 30 days prior to the termination of the grant period.

Example of Treasury Fund Grant:

$ 25,000	Donor's gift to the Endowment
25,000	Released from the Treasury Fund
$ 50,000	Total Endowment grant
50,000	Minimum matching funds identified by the grantee on the application
$100,000	Minimum total cost of project

Combined Treasury Fund and Program Funds Method

Applicants may request assistance through a combination of the Treasury Fund method and Program Funds method.

Example of Combined Treasury Fund and Program Funds Grant:

$ 25,000	Donor's gift to the Endowment
25,000	Released from the Treasury Fund
$ 50,000	Total *Treasury Fund* assistance
100,000	Total *Program Funds* assistance
$150,000	Total Endowment grant
150,000	Minimum matching funds identified by the grantee on the application
$300,000	Minimum total cost of project

What Happens to an Application

Applications are first reviewed by the Arts Endowment's Museum Program staff to assure conformance with Endowment requirements. They are then reviewed by special committees, the Museum Advisory Panel, and the National Council on the Arts. Upon recommendation of these bodies, a final decision on funding is made by the Chairman of the National Endowment for the Arts. Applicants are informed in writing after this process is completed. Details of the grant award procedure are contained in the grant award letter.

The Museum Advisory panel has adopted the following policy concerning applications:

- Applications within a given category are reviewed as a group without reference to applications in other categories so that an institution will not be "competing against itself" by submitting applications in more than one category.
- Applicants may submit more than one application in each category except Museum Purchase Plan. However, due to limited funding, there will only be a few cases in which a single institution will receive support for more than one project in a particular category.
- The Panel has reaffirmed its desire for the Museum Program to be responsive to applications for projects of aesthetic and cultural significance from all museums without regard to size, location, or discipline (science, history, art, and children's museums are eligible).

Applications are evaluated by the following criteria:

- quality and significance of the project;
- ability of the applicant to carry out the project successfully;
- potential regional and national impact of the project;
- evident need for the project in relation to the applicant's total program;
- soundness of anticipated costs and income related to the project.

General Allowability of Project Costs

Project costs are all necessary charges made by a grantee in accomplishing the objectives of a grant during the grant period. The examples below outline National Endowment for the Arts policy on costs whose allowability may be difficult to determine.

Advertising costs
Only project-related advertising costs are allowable.

Bad debts
Any losses, whether actual or estimated, arising from uncollectable accounts and other claims, related collection costs, and related legal costs, are unallowable.

Capital expenditures
The costs of buildings and repairs which materially increase the value or useful life of buildings are unallowable except as provided for in the grant letter. Funds may not be used for the acquisition of land, or any interest therein, except with specific prior approval.

Communication costs
Costs incurred for telephone services, local and long distance telephone calls, telegrams, radiograms, cablegrams, postage and the like are allowable.

Compensation for personal services
Compensation for personal services covers all remuneration paid currently or accrued to the organization for services of employees rendered during the period of performances under government grants.

Such remuneration includes salaries, wages, staff benefits, and pension plan costs and is allowable.

Contingency provisions (miscellaneous)
Endowment policy is such that applications for grant increases because of inflation factors or contributions to a contingency reserve will not be considered allowable.

Entertainment costs
Costs incurred for amusement, social activities, entertainment, meals, lodging, rentals, transportation, gratuities, and exhibition openings are unallowable.

Equipment and other facilities
The costs of permanent equipment or other facilities are allowable where such purchases are approved by the Endowment or provided for by the grant. The term "permanent equipment" shall mean an item of property which has an acquisition cost of $300 or more and has an expected life service of one year or more. (In some cases, the Endowment may reserve the right to title of permanent equipment.)

Interest
Interest paid on borrowed capital, however represented, is an unallowable cost. Costs related to the physical custody and control of money and securities are allowable. (Any interest accrued on *federal* money must also be returned to the Treasury.)

Preaward costs
Costs incurred prior to the project starting date, whether or not they would have been allowable if incurred after such date, are unallowable.

Professional services costs
Costs of professional services rendered by the members of a particular profession who are not employees of the organization are allowable when reasonable in relation to the scope of the project.

Renovation costs
Costs for Renovation Implementation projects should be limited to those expenses directly related to climate control, security, and storage. Expenses such as lighting, wall covering, acoustic ceilings, floor coverings, skylights, staircases, and payment of security guards are not allowable under this category.

Transportation costs
Costs incurred for freight, express, cartage, postage, and other transportation services relating either to goods purchased, in process, or delivered, are allowable. When such costs can be readily identified with the items involved, they may be charged directly as "Other" costs on the *Project Grant Application Form (NEA 3-Rev.).*

Travel costs
Travel and subsistence costs incurred by permanent staff or consultants necessary for the completion of the project are allowable. All travel outside the United States must be by a U.S. flag carrier if service is available. All travel outside the United States on a non-U.S. flag carrier must be approved in writing by the Endowment in advance of travel. Requests for approval of such travel should be addressed to the Grants Officer, Mail Stop 500, National Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506.

Instructions for Completing the Project Grant Application Form

If after careful review of these guidelines, you feel that your project falls within the scope of the Museum Program, please complete the *Project Grant Application NEA-3 (Rev.)* forms starting on page 23 and the Application Notification cards and submit them with the required Supplementary Information Sheets to:
Grants Office
Mail Stop 500/MM
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Please Note

- Forms and Supplementary Information Sheets must be typewritten and submitted in triplicate.
- All applicants must complete and submit the Assurance of Compliance Form on page 41.
- Inquiries regarding program interests or application content and procedure should be directed to the Museum Program (202/634-6164).
- Applications must be submitted by the institution or association named in the IRS letter of determination of tax-exemption.
- Be certain that you have supplied all the information necessary for prompt processing and consideration of your application. Failure to do so will result in unavoidable delays that may adversely affect consideration of your proposal.
- Instructions below are keyed to the appropriate sections of the application form.

I. Applicant Organization must comply with the legal requirements outlined on page 13. The applicant organization's name as provided on the application form must be identical with the name of the organization provided in the IRS determination letter or in the official document identifying the applicant organization as a unit or either state or local government.

- Non-governmental applicants must attach to their applications a copy of their IRS determination letter under Section 501(c).
- State or local government units must attach to the application a copy of the official document indicating their status within the state or local government. These documents will not be returned.

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Organization Grant Application
National Endowment for the Arts
Applications must be submitted in triplicate and mailed to the Grants Office, National Endowment for the Arts, 2401 E Street, N.W. Washington, D.C. 20506 *

I. Applicant organization (name and address with zip)

II. Museum Program/Category under which support is requested.

III. Period of support requested
Starting ____ month ____ day ____ year
Ending ____ month ____ day ____ year

IV. Summary of project description (complete in space provided. Do *NOT* continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
A. Direct costs	
Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Special	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Actual most recent fiscal period	Estimated for next fiscal period
A. Expenses	1. $	2. $
B. Revenues, grants & contributions	1. $	2. $

Do not write in this space

Evaluation of prior year(s)' projects 1 2 3 4 Pys $ ____ Cps $ ____ Audit report 1 2

II. Category under Which Support Is Requested. Please indicate one of the following in the space provided. Multiple requests on one form will be returned.

Museum Purchase Plan
Wider Availability of Museums
Cooperative Programs
Special Exhibitions
Utilization of Museum Collections
Catalogue
Conservation
Renovation
Museum Training
Visiting Specialists
Services to the Field

III. Period of Support Requested
This is the span of time necessary to plan, execute, and close out the proposed project. Please refer to the "Period of Support" writeup for the appropriate category before completing this item.

IV. Summary of Project Description. The project description should be brief but specific. Spell out concrete details. The project for which support is being requested must be summarized on the first page of the application form. If necessary, additional sheets (8½" x 11") may be used to provide detail. However, all essential elements of the proposal must be reflected on the first page of the form itself. Before completing this section, be sure to read the "Grant Amounts and Requirements" writeup for the appropriate category. Be sure to complete the appropriate Supplementary Information Sheet as well. Applications without the Supplementary Information Sheet will not be considered complete and will be returned.

Additional information such as catalogues, brochures, photographs, or annual reports may be supplied with the application. This material will not be returned. Submit those materials that will be informative and helpful to the panel in evaluating your proposal.

V. Estimated Number of Persons Expected To Benefit from This Project is the total audience, participants, students, etc. (excluding employees) that are anticipated to benefit directly from this project.

VI. Amounts Shown in Summary of Estimated Costs should correspond with the total amounts shown in Section IX, subsection A, items 1-5 below and subsection B. Both Section VI and IX must reflect the total anticipated expenses for each item, not only those portions of the expenses for which Endowment money will be used. All figures should be rounded to the nearest ten dollars.

VII. Total Amount Requested from National Endowment for the Arts. Please refer to the "Grant Amounts and Requirements" section in the appropriate category. Round the amount requested to the nearest ten dollars and make sure that your request is for no more than 50% of the total project costs.

VIII. Organization's Total Fiscal Activity

A. Expenses, should include Endowment projects funded and anticipated.

B. Revenues, grants and contributions, should include Endowment grants received and anticipated.

Units of larger organizations, such as University museums, should show the fiscal activity of the unit only and not that of the parent organization.

IX. Budget Breakdown. Budget estimates should cover the total project costs. Total project costs are the sum of the allowable direct and indirect costs allocable to the grant. In all applications, provide a breakdown on salaries, travel, and all other categories in the budget, including entries under Other.

- Travel items in the budget should be substantiated with a statement of the official policy of the institution and the specific nature of the travel.
- In general, the Endowment does not fund the acquisition of permanent equipment (exceptions: CONSERVATION and RENOVATION). If your project includes permanent equipment (to be listed under category 4), justify this acquisition. In the justification, describe the use of the equipment once the project is

IX. Budget breakdown of summary of estimated costs

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $_____

Add fringe benefits $_____

Total salaries and wages including fringe benefits $_____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $_____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $_____

Subsistence no. of travelers	No. of days	Daily rate	$

Total subsistence $_____

Total travel $_____

IX. Budget breakdown of summary of estimated costs (continued)

4. Equipment
(list separately individual items with an acquisition cost of $300 or more)

	Amount $
Total special	$

5. Other (list each item separately)
This section must be completed on every application.

	Amount $
Total other	$

B. Indirect costs
Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Rate _____ % Base $ _____ Amount $ _____

X. Contributions, grants, and revenues *(for this project)*

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

terminated and include cost of the equipment if you were to rent it.
• If your budget includes fee(s) for consultant(s) to be listed under category Other, in the project description identify the consultant(s), describe his/her qualifications, and document his/her willingness and availability to do the project.

A. *Direct Costs:* Direct costs are those costs which can be identified specifically with a particular project. Typical transactions chargeable to a grant as direct costs are the compensation of employees for performance of work under the grant agreement, including fringe benefits, the costs of materials consumed or expended in the performance of such work; and other items of expense incurred for the grant. (See GENERAL ALLOWABILITY OF PROJECT COSTS.)

B. *Indirect Costs:* Indirect costs are those costs of an organization which are not readily identifiable with a particular project but nevertheless are necessary to the general operation of the organization and the conduct of the activities it performs. A copy of the current negotiation agreement establishing an indirect cost rate with a federal agency must accompany all requests for funds which include indirect costs. Where no federally established indirect cost rate exists, all such costs should be itemized and listed as direct costs.

Information on how to obtain a federally established indirect cost rate is available from the Audit Office, National Endowment for the Arts, 2401 E Street, NW, Washington, D.C. 20506 (202/632-4848).

X. Contributions, Grants, and Revenues. In general, the matching share represents that portion of project costs not borne by the Endowment. The matching share may consist of:

A. *Contributions:* Cash contributions represent the grantee's cash outlay, including the outlay of money contributed to the grantee by other public agencies and institutions, and private organizations and individuals. (Please Note: Salaries listed in direct costs can be used as part of the match. When salaries involve direct cash outlay within the institution, those salaries are considered a cash, not in-kind, contribution.)
In-kind contributions represent the value of *non-cash* contributions in services and real or personal property or use thereof, donated by other public agencies and institutions, and private organizations and individuals. When in-kind contributions are used, they must also be listed as an expenditure.

B. *Grants.* Grants awarded to the institution applicable to the project (exclusive of Arts or Humanities Endowment grants) may be considered eligible as matching funds.

C. *Revenues.* Revenues are funds generated by the project such as catalogues and admission fees.

All applicants must complete this section of the application. The National Endowment does not require that the applicant have in hand at the time of application those matching funds listed under Contributions,

Grants, and Revenues. However, the applicant is asked to list the possible sources and amounts of such anticipated funds.

XI. State Arts Agency Notification urges each applicant to advise the State Arts Agency of his state that this application is being made. In the event the location of the State Arts Agency is unknown, it may generally be obtained from the Office of the Governor of the applicant's state.

XII. Certification. The application must be signed by an official with authority to legally bind the applicant organization. In addition, please type name, title, and telephone number of the authorizing official(s), project director, and payee under the signatures.

Applications must be postmarked no later than the deadline date for the program under which you are applying. Applications (three copies) and appropriate SUPPLEMENTARY INFORMATION SHEETS (three copies) should be submitted to the Grants Office, Mail Stop 500 MM, National Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506.

Additional information, guidelines and application forms may be obtained from the Museum Program, National Endowment for the Arts, 2401 E Street, N.W., Washington, D.C. 20506, (202/634-6164).

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so?_____Yes_____No

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Tetephone (area code)_____

Project director

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* If payment is to be made to anyone other than the grantee, it is understood that the *grantee* is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

Check List

1. Have you attached a copy of your organization's federal tax exemption letter or a document identifying the organization as a part of state or local government?
2. Have you summarized the project description in the space provided?
3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?
4. Have you provided required detail under Other Support section?
5. Has the application been signed and dated in appropriate places?
6. Have you filed an Assurance of Compliance form?

A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

Instructions for Completing the Individual Grant Application Form

Please use a typewriter to complete the form, "Individual Grant Application NEA-2 (Rev.)." The original and two clear copies must be submitted to the
Grants Office,
Mail Stop 500/MM
National Endowment for the Arts,
2401 E Street, N.W.,
Washington, D.C. 20506.
The postmark deadline for Fellowships for Museum Professionals is October 1, 1979. Blank forms appear starting on page 35.

Please review the "Grant Amounts and Requirements" for Fellowships for Museum Professionals on page 10 for other materials to be submitted by the application deadline.

1. Period of Support requested. Please indicate the specific time period for the leave of absence.

2. Description of proposed activity. The project for which support is being requested must be summarized in the space provided on the first page of the application form. If necessary, one additional sheet (8½" x 11") may be used to provide detail. However, all essential elements of the total proposal must be reflected on the first page of the form itself.

3. Amount Requested from the Endowment. No request exceeding the $20,000 maximum will be considered. Applicants should attach to their application form an itemized budget including salary, travel costs (including a detailed breakdown), and costs of materials, where relevant.

4. Career summary or background. This should relate to the activity for which support is requested. Applicants may attach a resume in place of completing this item.

NEA 2 (Rev.) OMB-128-R0001

Individual Grant Application
National Endowment for the Arts

Fellowships for Museum Professionals

Applications must be submitted in triplicate and mailed to the Grants Office (Mail Stop 500) National Endowment for the Arts, Washington, D.C. 20506

Name (last, first, middle initial)	U.S. Citizenship Yes No Visa Number
Present mailing address/phone	Professional field or discipline Birth Date Place of Birth
Permanent mailing address/phone	Period of support requested Starting month day year Ending month day year

Description of proposed activity

Amount requested from National Endowment for the Arts $_____ allocated as follows:
Time $_____ Travel $_____ Materials $_____

Career summary or background

(If additional space is required, use supplemental sheets and staple to the application)

5. Certification. The application is considered incomplete unless signed by the applicant.

Education

Name of institution	Major area of study	Inclusive dates	Degree

Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

Present employment

Employer	Position/Occupation	Salary

Prizes/Honors received	Membership professional societies

Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

Signature of applicant _____ Date _____

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Organization Grant Application
National Endowment for the Arts

Museum Program

Applications must be submitted in triplicate and mailed to the Grants Office, National Endowment for the Arts, 2401 E Street, N.W. Washington, D.C. 20506 *

I. Applicant organization (name and address with zip)

II. Museum Program/
Category under which support is requested:

III. Period of support requested
Starting _____ (month day year) Ending _____ (month day year)

IV. Summary of project description (complete in space provided. Do *NOT* continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
A. Direct costs	
Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Special	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Actual most recent fiscal period	Estimated for next fiscal period
A. Expenses	1. $	2. $
B. Revenues, grants & contributions	1. $	2. $

Do not write in this space

Evaluation of prior year(s)' projects [1] [2] [3] [4] Pys $ _____ Cps $ _____ Audit report [1] [2]

IX. Budget breakdown of summary of estimated costs

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence no. of travelers	No. of days	Daily rate $

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued)

4. Equipment
(list separately individual items with an acquisition cost of $300 or more)

	Amount $
Total special	$

5. Other (list each item separately)
This section must be completed on every application.

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Rate _____ % Base $ _____ Amount $ _____

X. Contributions, grants, and revenues *(for this project)*

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so?_____Yes_____No

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Project director

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* If payment is to be made to anyone other than the grantee, it is understood that the *grantee* is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

Check List

1. Have you attached a copy of your organization's Federal Tax exemption letter or a document identifying the organization as a part of State or local government?
2. Have you summarized the project description in the space provided?
3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?
4. Have you provided required detail under Other Support section?
5. Has the application been signed and dated in appropriate places?
6. Have you filed an Assurance of Compliance form?

A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

NEA 3 (Rev.) OMB-128-ROOO1

Organization Grant Application
National Endowment for the Arts

Museum Program

Applications must be submitted in triplicate and mailed to the Grants Office, National Endowment for the Arts, 2401 E Street, N.W. Washington, D.C. 20506 *

I. Applicant organization (name and address with zip)

II. Museum Program /
Category under which support is requested:

III. Period of support requested

Starting _____ (month day year) Ending _____ (month day year)

IV. Summary of project description (complete in space provided. Do *NOT* continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
A. Direct costs	
Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Special	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Actual most recent fiscal period	Estimated for next fiscal period
A. Expenses	1. $	2. $
B. Revenues, grants & contributions	1. $	2. $

Do not write in this space

Evaluation of prior year(s)' projects [1] [2] [3] [4] Pys $ _____ Cps $ _____ Audit report [1] [2]

IX. Budget breakdown of summary of estimated costs

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence no. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued)

4. Equipment
(list separately individual items with an acquisition cost of $300 or more)

	Amount $
Total special	$

5. Other (list each item separately)
This section must be completed on every application.

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Rate _____ % Base $ _____ Amount $ _____

X. Contributions, grants, and revenues *(for this project)*

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

The National Endowment for the Arts urges you to inform your State Arts Agency of the fact that you are submitting this application.

Have you done so?_____Yes_____No

XII. Certification

We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Project director

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* Payee (to whom grant payments will be sent if other than authorizing official)

Signature_____Date signed_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

* If payment is to be made to anyone other than the grantee, it is understood that the *grantee* is financially, administratively and programmatically responsible for all aspects of the grant and all reports must be submitted through the grantee.

Check List

1. Have you attached a copy of your organization's Federal Tax exemption letter or a document identifying the organization as a part of State or local government?
2. Have you summarized the project description in the space provided?
3. Have you completed the summary of estimated cost on page 1, also provided all detail required on pages 2 and 3, and attached all documentation required to substantiate proposed travel cost, purchase of equipment, and indirect cost?
4. Have you provided required detail under Other Support section?
5. Has the application been signed and dated in appropriate places?
6. Have you filed an Assurance of Compliance form?

A negative response to any of the above questions will cause delay in the consideration of this application and will increase the cost of processing.

NEA 3 (Rev.) OMB-128-ROOO1

Organization Grant Application
National Endowment for the Arts

Museum Program

Applications must be submitted in triplicate and mailed to the Grants Office, National Endowment for the Arts, 2401 E Street, N.W. Washington, D.C. 20506 *

I. Applicant organization (name and address with zip)

II. Museum Program /
Category under which support is requested:

III. Period of support requested
Starting _____ (month day year) Ending _____ (month day year)

IV. Summary of project description (complete in space provided. Do *NOT* continue on additional pages.)

V. Estimated number of persons expected to benefit from this project

VI. Summary of estimated costs (recapitulation of budget items in Section IX)

	Total costs of project (rounded to nearest ten dollars)
A. Direct costs	
Salaries and wages	$
Fringe benefits	
Supplies and materials	
Travel	
Special	
Other	
Total direct costs	$
B. Indirect costs	$
Total project costs	$

VII. Total amount requested from the National Endowment for the Arts $

VIII. Organization total fiscal activity	Actual most recent fiscal period	Estimated for next fiscal period
A. Expenses	1. $	2. $
B. Revenues, grants & contributions	1. $	2. $

Do not write in this space

Evaluation of prior year(s)' projects [1] [2] [3] [4] Pys $ _____ Cps $ _____ Audit report [1] [2]

IX. Budget breakdown of summary of estimated costs

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

no. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

IX. Budget breakdown of summary of estimated costs (continued)

4. Equipment
(list separately individual items with an acquisition cost of $300 or more)

	Amount $
Total special	$

5. Other (list each item separately)
This section must be completed on every application.

	Amount $
Total other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Foundation on the Arts and the Humanities or another Federal agency

Rate_____% Base $_____ Amount $_____

X. Contributions, grants, and revenues *(for this project)*

A. Contributions

1. Cash (do not include direct donations to the Arts Endowment)

	Amount $

2. In-kind contributions (list each major item)

Total contributions	$

B. Grants (do not list anticipated grant from the Arts Endowment)

	Amount $
Total grants	$

C. Revenues

	Amount $
Total revenues	$
Total contributions, grants, and revenues for this project	$

XI. State Arts Agency notification

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Have you done so?_____Yes_____No

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We certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge.

Authorizing official(s)

Signature_____ **Date signed**_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Signature_____ **Date signed**_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

Project director

Signature_____ **Date signed**_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

*** Payee (to whom grant payments will be sent if other than authorizing official)**

Signature_____ **Date signed**_____

Name (print or type)_____

Title (print or type)_____

Telephone (area code)_____

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Check List

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NEA 2 (Rev.) OMB-128-ROOO1

Individual Grant Application
National Endowment for the Arts

Applications must be submitted in triplicate and mailed to the Grants Office (Mail Stop 500) National Endowment for the Arts, Washington, D.C. 20506

Fellowships for Museum Professionals
Category under which support is requested:

Name (last, first, middle initial)	U.S. Citizenship Yes No Visa Number
Present mailing address/phone	Professional field or discipline Birth Date Place of Birth
Permanent mailing address/phone	Period of support requested Starting month day year Ending month day year

"Should a grant result from my application, grant funds will be used to advance my career in a fashion consistent with my previous performance as shown by my slides and other supportive material."

Amount requested from National Endowment for the Arts $_____ allocated as follows:
Time $_____ Travel $_____ Materials $_____

Career summary or background

(If additional space is required, use supplemental sheets and staple to the application)

Education

Name of institution	Major area of study	Inclusive dates	Degree

Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

Present employment

Employer	Position/Occupation	Salary

Prizes/Honors received	Membership professional societies

Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

Signature of applicant _____ Date _____

NEA 2 (Rev.) OMB-128-ROOO1

Individual Grant Application
National Endowment for the Arts

Applications must be submitted in triplicate and mailed to the Grants Office (Mail Stop 500) National Endowment for the Arts, Washington, D.C. 20506

Fellowships for Museum Professionals
Category under which support is requested:

Name (last, first, middle initial)	U.S. Citizenship Yes No Visa Number
Present mailing address/phone	Professional field or discipline Birth Date Place of Birth
Permanent mailing address/phone	Period of support requested Starting month day year Ending month day year

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Employer	Position/Occupation	Salary

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Signature of applicant _____ Date _____

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Category under which support is requested:

Name (last, first, middle initial)	U.S. Citizenship Yes No Visa Number
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"Should a grant result from my application, grant funds will be used to advance my career in a fashion consistent with my previous performance as shown by my slides and other supportive material."

Amount requested from National Endowment for the Arts $_____ allocated as follows:
Time $_____ Travel $_____ Materials $_____

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(If additional space is required, use supplemental sheets and staple to the application)

Education

Name of institution	Major area of study	Inclusive dates	Degree

Fellowships or grants previously awarded

Name of award	Area of study	Inclusive dates	Amount

Present employment

Employer	Position/Occupation	Salary

Prizes/Honors received	Membership professional societies

Certification: I certify that the foregoing statements are true and complete to the best of my knowledge.

Signature of applicant _____ Date _____

Assurance of Compliance With National Foundation on the Arts and the Humanities
Regulations Under Title VI of the Civil Rights Act of 1964

_____ (hereinafter called the "Applicant") **Hereby Agrees That** it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and all requirements imposed by or pursuant to the Regulations of the National Foundation on the Arts and the Humanities (45 C.F.R. Part 1110) issued pursuant to that Title, to the end that, in accordance with Title VI of that Act and the regulations, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from the Foundation; and **Hereby Gives Assurance That** it will immediately take any measures to effectuate this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Foundation, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Foundation.

This Assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Foundation, including installment payments after such date on account of applications for Federal financial which were approved before such date. The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signature appears below is authorized to sign this assurance on behalf of the Applicant.

_____ _____
(Applicant) Applicant's mailing address

_____

_____

_____
By (President, Chairman of the Board, or comparable authorized official)

Dated

Assurance Explanation

Background. Section 601 et seq. of the Civil Rights Act of 1964 (42 U.S.C. 2000d, 78 Stat. 241) provides that no person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance, and requires that each government agency which is empowered to extend such financial assistance shall issue rules and regulations effectuating Title VI (Sections 601-605) of the Act with respect to such programs or activities administered by the agency. Subject to certain exceptions regarding admission policies and certain religious and military institutions, Title IX of the Education Amendment of 1972 (20 U.S.C. 1681 et seq., 86 Stat. 235) prohibits the exclusion of persons on the basis of sex from any education program or activity receiving Federal financial assistance.

NFAH Regulation. Section 1110.4 of the NFAH Regulations (45 C.F.R. Part 1110) requires, as a condition to the approval of a grant, that the Applicant execute the Assurance of Compliance Form, whether or not a comparable form has been filed with another agency.

Assurance of Compliance. The Applicant referred to in the Form is the organization itself, whose Chief Executive Officer or comparable official should sign the Assurance. The name and title of the organization and of the official should be typed on the form. The signed original should be returned with the other material which is to be returned to the Foundation. Once a properly executed Assurance Form has been filed with NFAH, it will serve as the assurance for all future applications to NFAH, and for this reason the Applicant should verify the accuracy of the assurance from time-to-time.

Museum Purchase Plan Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet.

Name of Applicant: _____

1. Please describe the types of works or specific works that might be acquired with the purchase funds. If you are unable to identify the works of art you might purchase, submit a list of artists you are considering.

2. What recent exhibitions of contemporary American art have been organized by your museum? Please send one sample catalogue of each exhibition if possible.

3. Please list a number of the more important works by contemporary American artists acquired by your museum without Arts Endowment assistance within the last three years.

4. Who will be responsible for selecting works purchased under this plan? Please describe his/her qualifications.

Wider Availability of Museums Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet.

Name of Applicant: _____

1. Is the program for which you are requesting support already in existence? If so, has it been evaluated and by what means?

2. Whom is this project intended to serve and how?

3. Please outline the goals of your institution and explain how this program complements those goals.

4. Will fees be charged for the services to be provided? If so, on what basis?

5. Please describe the qualifications of the individuals involved in this project.

6. Do you anticipate that funding for this same project will be requested from the Arts Endowment in future years? If so, will funds requested be on a descending basis?

7. Please describe how you will inform museums in other regions of the results of your program.

Cooperative Programs Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet.

Please review the Grants Amounts and Requirements section under Cooperative Programs for additional materials to be submitted with the application.

Name of Applicant: _____

1. Is the program for which you are requesting support already in existence? If so, has it been evaluated and by what means?

2. Whom is this project intended to serve and how?

3. Will fees be charged for the services to be provided? If so, on what basis?

4. Please describe the qualifications of the individuals involved in this project.

5. Do you anticipate that funding for this same project will be requested from the Arts Endowment in future years. If so, will funds requested be on a descending basis?

Special Exhibitions Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with these Sheets.

Name of Applicant: _____

1. Please provide the title and dates of the exhibition.

Title (Indicate if this is only a working title):

Dates:

2. What is the significance of this exhibition? How does it fit into your exhibition policies and direction? Why is it important that your institution organize or participate in it?

3. Who will organize the exhibition? Please briefly describe his/her qualifications as related to this exhibition.

4. Please list major works that will be included or are being considered, and indicate the degree of commitment of lending institutions. Approximately how many works will be in the exhibition?

5. Will the exhibition be circulated? If so, please list exhibitors. Will costs be evenly shared by participating museums? At what cost? If the exhibition will be available on a rental basis, what will the fee be (a) if this exhibition is assisted by the Arts Endowment? (b) if it does not receive Arts Endowment assistance?

Name of Applicant: _____

6. Exhibition catalogue:

a) Who will write the catalogue essays?

b) What other major publications—catalogues, books, comprehensive articles—have been produced during the past few years on the same subject? If material has been published, in what ways will your catalogue differ?

c) What audience is the catalogue intended for? Is it designed for scholars or for the general public?

d) Catalogue format, costs, and revenues:

Total number of pages	_____
Black/white illustrations	_____
Color plates	_____
Total run	_____
Total cost	$_____
Unit price	$_____
Sales price	$_____
Anticipated revenues from catalogue sales	$_____

e) Total catalogue budget:

f) What other publications do you intend to prepare as part of the exhibition (brochures, gallery guides, etc.)?

g) Please include two examples of catalogues produced by your museum during the past two years.

h) How will the catalogue be distributed? Who will hold copyright?

7. Please describe what security measures will be undertaken to protect works in the exhibition.

a) Qualifications of personnel supervising and handling, packing, and installing:

b) Fire protection system:

c) Atmosphere control system:

8. Please describe any special methods that will be employed to enhance public response to the exhibition.

9. Please list anticipated revenues from this exhibition.

_____ Admission charges to exhibition
_____ Sale of catalogues/royalties
_____ Other
_____ **Total**

Utilization of Museum Collections Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet.

Name of Applicant: _____

1. Please attach one copy of:

a) a checklist or representative listing of the collection.

b) drawings of the proposed installation.

2. Please describe the need for this project.

3. Has the museum undertaken similar projects previously? If so, describe them.

4. Has the collection ever been exhibited? If so, when and under what circumstances?

5. Please describe the qualifications of the individual(s) who will be responsible for this project.

Catalogue Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet.

Name of Applicant: _____

1. Please attach one copy of:

a) a checklist or representative listing of the collection to be catalogued.

b) existing catalogues of all or part of the collection involved (these cannot be returned).

2. Please describe the need for this project.

3. Please describe the qualifications of the cataloguer.

4. Catalogue format costs, and revenues:

Total number of pages	_____
Black/white illustrations	_____
Color plates	_____
Total run	_____
Total cost	$_____
Unit price	$_____
Sales price	$_____
Anticipated revenues from catalogue sales	$_____

5. How will the catalogue be distributed? Who will hold copyright?

Conservation Planning (Surveys/Technical Consultation) Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this Sheet.

Name of Applicant: _____

1. Please attach one copy of a checklist or representative listing of works in the collection.

2. Please provide the name of your institution's conservator/consultant and describe his/her qualifications.

3. How much have you budgeted over each of the last three years for conservation of the permanent collection?

Conservation/Conservation of Collections Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this Sheet.

Name of Applicant: _____

1. Please describe your conservation needs.

2. Where will the conservation work be done? Who will be responsible for it and what are his/her qualifications?

3. Please attach information on the work(s) to be treated and the nature of the treatment, and provide condition reports.

4. How much have you budgeted over each of the past three years for conservation of the permanent collection?

Conservation/Conservation Training Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet.

Name of Applicant: _____

1. How many students are expected to participate in your program during the period for which Endowment support is being requested?

2. Please describe your conservation facilities.

3. Please describe (or attach materials providing) the qualifications of the teaching staff.

4. Please provide information (below or in an attachment) on the placement of members of the most recent graduating class.

Conservation/Regional Conservation Laboratories Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet.

Name of Applicant: _____

1. Please describe the cooperative nature of your regional laboratory association, confederation, etcetera.

2. What organizations do you serve? Please attach copies of any signed agreements that you have with these organizations.

3. Please describe (or attach materials providing) the qualifications of your staff members.

4. Please describe your laboratory facilities and equipment.

5. When do you estimate your organization will be self-supporting?

Renovation Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this Sheet.

Name of Applicant: _____

1. Please describe your institution's collection.

2. Who will be responsible for undertaking the survey or implementation? What are his/her qualifications?

3. Please attach one copy of:

a) estimates for survey projects;

b) completed surveys and bids or contracts for Implementation projects.

Museum Training Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet.

Name of Applicant: _____

1. How many students are expected to participate in your program during the period for which Endowment support is being requested?

2. What is the teacher/student ratio?

3. Please describe the specific museum experience of the teacher(s) involved in your program.

4. Please describe any intern program or other on-the-job training included in your program.

5. To what degree do professionals from cooperating museums participate in course planning and teaching?

6. Please outline below or attach material indicating museum positions currently held by members of the three most recent graduating classes.

7. Please attach a syllabus of the courses offered. Include reading lists and a general description of the ratio of theoretical classroom training to practical museum experience.

Visiting Specialists Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please use the reverse side of this Sheet.

Name of Applicant: _____

1. How is this project related to other activities of the museum?

2. Who will the visiting specialist be and what are his/her qualifications? If you are considering a number of people for this project, please provide their names and qualifications. In all cases, please include with your application a statement from the visiting specialist confirming his/her availability.

Services to the Field Supplementary Information Sheet

Please complete this form and return it in triplicate with your application. If more space is needed, please submit no more than one additional page (8½″ x 11″) with this Sheet.

Name of Applicant: _____

1. Is the program for which you are requesting support already in existence? If so, has it been evaluated and by what means?

2. Whom is this project intended to serve and how?

3. Will fees be charged for the services to be provided? If so, on what basis?

4. Please describe the qualifications of the individual(s) involved in this project.

5. If this program is to be a continuing one, how will it be funded in the future?

6. If this is an experimental or research project, what are the plans for disseminating the results?

7. If the project is a seminar, course, or workshop, please attach a copy of the syllabus.

Recommendation for Applicant under the Fellowships for Museum Professionals Program

Name of Applicant: _____

How long have you known the applicant? Please comment on the applicant's project and his/her ability to fulfill his/her commitment. Do you think that this project will improve the applicant's professional qualifications? (If you need additional pages, please attach.)

Name: _____
(please type)

Address: _____

Signature: _____ Date _____

This form should be returned by October 1, 1979 directly to:

Museum Program
ATTN: Fellowships for Museum Professionals
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Note to Applicant: Be sure to attach description of proposed project to this form.

Recommendation for Applicant under the Fellowships for Museum Professionals Program

Name of Applicant: _____

How long have you known the applicant? Please comment on the applicant's project and his/her ability to fulfill his/her commitment. Do you think that this project will improve the applicant's professional qualifications? (If you need additional pages, please attach.)

Name: _____
(please type)

Address: _____

Signature: _____ Date _____

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Name: _____
(please type)

Address: _____

Signature: _____ Date _____

This form should be returned by October 1, 1979 directly to:

Museum Program
ATTN: Fellowships for Museum Professionals
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506

Note to Applicant: Be sure to attach description of proposed project to this form.

Appendix

Privacy Act Notification

In compliance with the Privacy Act of 1974 we furnish the following information:

Section (5) of the National Foundation on the Arts and the Humanities Act of 1965 as amended (20 U.S.C. 954) authorizes the Endowment to solicit the requested information. This information is needed to process your grant application and also for statistical research and analysis of trends. The routine uses for this information are general administration of grant review process, statistical research, Congressional oversight, and analysis of trends.

Failure to provide information as requested could result in rejection of your application because of insufficient facts for determining either your eligibility for a grant or the amount which should be awarded.

Statement on Special Constituencies

"The National Council on the Arts believes that no citizen should be deprived of the beauty and insights into human experience that the arts offer. The Council recognizes that the arts enrich the lives of handicapped children and adults, older persons, and those in hospitals, nursing homes, and correctional and mental facilities. These special constituencies, in turn, enrich the arts through their abilities, insights, and perspectives.

"Both the Council and the Endowment are committed to ensuring that opportunities to attend cultural programs and to participate in creative experiences are available to all. The Council requests the Endowment to work with all its grantees to implement Section 504 of the 1973 Rehabilitation Act, which states that handicapped persons shall not be denied the benefits of federally-assisted programs. Further, the Council requests that the Endowment encourage grantees to support activities for special constituencies."

Following this directive, the Endowment, among other activities for special constituencies, supports the National Arts and Handicapped Information Services and the Center for Arts and Older Americans of the National Council on Aging. It initiated an artist residency pilot program in federal prisons and veterans' hospitals, and has awarded numerous grants to support arts programs in other institutions.

For further information on these programs and on the new regulations to be issued by the Arts Endowment in February 1979 concerning the handicapped, contact:

Coordinator of Special Constituencies
National Endowment for the Arts
2401 E Street, N.W.
Washington, D.C. 20506
(Telephone: 202/634-4284)

Note on Publications

The National Endowment for the Arts strongly encourages grantees who produce books or other publications for dissemination to take advantage of the free cataloging service of the Cataloging-in-Publications Office of the Library of Congress.

Cataloging-in-Publication provides publishers with cataloging data to be printed in the book. Having the data in the book speeds the library cataloging process and gets the book into immediate circulation—to the benefit of author, publisher and reader.

For procedural information call or write:

Library of Congress
Descriptive Cataloging Division
Cataloging-in-Publication Office
Washington, D.C. 20540
(202) 426-6372

National Energy Goals and the Arts

The National Council on the Arts is confident that the nation's artists and cultural institutions will respond enthusiastically to the President's call for national energy measures which will develop new and existing energy resources and also conserve them. The Council believes that through efforts already made the nation's cultural institutions and artists will make a significant contribution to national goals.

The Council urges the National Endowment for the Arts to assist in disseminating information on legislative and administrative action that affects its constituencies and on ways to conserve energy.

The Council notes with pride that the Architecture, Planning, and Design Program of the Endowment has made special efforts to meet the President's goals. It urges that even greater consideration be given to examining ways the Endowment and other federal agencies can assist individuals and groups to conserve energy. Some measures could include renovation of facilities, installation of climate control systems, and development of lighter, more easily portable equipment for touring groups.

While artists and cultural institutions will make every effort to assist in meeting national energy goals the Council feels it is important to emphasize that adequate energy resources should be available to artists and cultural institutions so they can contribute to the quality of life in the United States. It is, for example, essential that our craftsmen have the fuel to fire their kilns, that transportation be available for performing arts activities, and that our nation's museums have the energy required to preserve the objects that comprise the cultural heritage of our people.

(Adopted by the National Council on the Arts, May 14, 1977.)

_____ Date _____

Application Number—Endowment use only

Museum Program

Applicant/Organization
(IRS Name) _____

Project Category _____

Amount Requested _____

Total Project Costs _____

Do not separate

Please address the reverse side of this card to yourself.
Complete and return this entire card with application. Do not separate.

_____
(Project Description)

This is to acknowledge receipt of your application to the National Endowment for the Arts. In all future inquiries please refer to your application number which is:

_____ Date _____

Application Number—Endowment use only

Museum Program
National Endowment
for the Arts
Washington, D.C. 20506

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